

## DEFINITIONS FOR COPIER CONTRACT

1. NEW EQUIPMENT - Equipment which contains no used parts and which has never been used prior to installation.
2. Newly Manufactured - Equipment that has been assembled for the first time from new parts, which may contain some reprocessed parts or components that meet the manufacturer's new parts and components performance standards.
3. REMANUFACTURED EQUIPMENT - Equipment restored to "like new" condition by the Manufacturer /Trademark Holder at the Manufacturer's /Trademark Holder's factory through the following process:
  - A. Extensive disassembly of equipment to the extent that each moving part can be examined and tested for wear and operation.
  - B. Thorough cleaning, lubrication, adjustment, refinishing.
  - C. Replacing all worn or defective parts.
  - D. Installation of all safety retrofits.
  - E. Extensive inspection and testing to insure that the equipment functions according to the specifications of both, the Manufacturer /Trademark Holder and the specifications contained herein.

Remanufactured equipment shall include only those machines which the Manufacturer /Trademark Holder is currently remanufacturing and is actively marketing for sale and which are listed in the Sales Status section of the independent sources as "Rebuilt".

In all respects, remanufactured equipment must have the same warranty and assured availability of parts and service as new equipment.

4. FACTORY-PRODUCED NEW MODEL - Equipment that has been converted to new model status, which maintains features and/or functions of the previous model and adds new features and/or functions not available on the previous model. This equipment has been disassembled to a pre-determined standard established by the manufacturer or trademark holder and manufactured to new model status and assigned a new serial number.
5. MULTICOPY SPEED - The number of one sided 82 x 11 copies produced from a one sided 82 x 11 original CCITT 6% test grid in one minute, excluding the first copy. Also referred to as copies per minute (CPM).

6. **MONTHLY COPY ALLOWANCE (MCA)** - The minimum number of copies/month for which a Using Agency will be responsible arising from charges for rental or maintenance.
7. **ZOOM REDUCTION AND ENLARGEMENT** - A zoom lens which allows the operator to reduce or enlarge in a minimum of 1% increments.
8. **AUTO DUPLEXING** - The duplexing of copies without any operator assistance. May be accomplished as both 1 sided to 2 sided (ability to copy one side originals on both sides of the paper without additional operator intervention); and 2 sided to 2 sided (ability to image two sided originals on both sides of the paper without additional operator intervention).
9. **DOMESTIC INTRODUCTION DATE** - The month and year the copier became available for sale in the United States per Buyers Laboratory, Inc.
10. **RIGGING CHARGES** - Extraordinary charges for labor, equipment or materials required to move the copier past barriers which are obstacles to the place of installation. Examples of rigging charges include the removal of walls or the rental of hoist. Charges for stair climbers are not considered to be rigging charges.
11. **OFFSET STACKER** - A sheet-stacking mechanism on the output system of a copier which allows multiple-page sets to be stacked in an alternating fashion.
12. **MACHINE MAX** - The maximum monthly copy capability of a copier (which is the top of the copy volume range recommended by the independent sources).
13. **SEMI-AUTOMATIC DOCUMENT FEEDER (SADF)** - A document feed mechanism on a copier which allows the mechanical carrying of originals, fed manually one at a time, across the exposure platen.
14. **AUTOMATIC DOCUMENT FEEDER (ADF)** - A device on a copier that holds a stack of originals and feeds them automatically, one at a time, across the exposure platen. When the designated number of copies of that original has been made, the ADF ejects the original into a receiving tray. This process is repeated with each subsequent original.
15. **REVERSING AUTOMATIC DOCUMENT FEEDER (RADF)** - A type of ADF which automatically inverts two-sided originals to permit 2:2 auto duplexing. The RADF positions the two-sided original on the platen, makes the designated number of copies, flips the original over and immediately re-feeds it for copying. This process is repeated for all subsequent originals.
16. **RECIRCULATING DOCUMENT HANDLER (RDH)** - An automatic document feeder which positions a stack of originals for exposure. Each original is copied

once, then returned to the stack, so that one complete set of collated copies is produced at a time. This process is repeated until the number of designated copies has been made. When the process is completed, both the originals and the copies are in order and the copies are in sets. An RDH may incorporate an inverting device that flips the original to permit 2:2 auto duplexing.

17. UNIVERSAL DOCUMENT HANDLER (UDH) - This type of document feeder will automatically feed and invert originals. When more than twenty (20) sets are required, the UDH will automatically return the original stack into the proper feeding position and the copier will continue copying the job without user intervention. Also referred to as a RAF.
18. FINISHER - The capability of having copied sets automatically delivered, stapled and stacked in the offset catch tray. Some high volume copiers may also feature automatic binding and/or stapling and folding systems.
19. OFFSET CATCH TRAY - An output device which automatically receives (without operator intervention) multiple collated sets as they emerge from the machine.
20. STAPLER SORTER - A type of sorter that staples copied sets in the bins when a job is completed. Stapler sorters can produce sets consisting of either 15, 20, 25, 30 or 50 sheets.
21. BUNDLED RENTAL PRICE - A single cost per copy, inclusive of rental cost, full service maintenance and all supplies except paper.
22. BUNDLED MAINTENANCE PRICE - A single cost per copy, inclusive of full service maintenance and all supplies except paper.
23. START-UP SUPPLIES - All supplies, excluding paper, as required by the Using Agency during the warranty period of a purchase copier.
24. PAPER FEED: On-line paper receptacles (such as cassettes, trays or drawers) from which cut paper can be fed. A by-pass feeder (although a desirable feature) will not be considered to be a paper feed, as described in this definition.
25. SORTER (some times referred to as collator): this is a device added to a copier for use during the production of sorted sets of copies. It consists of bins into which copies are inserted so that a number of separate sets can be produces.
26. COMPUTER FORMS FEEDER (CFF): this is a device attached to or integrated into the copier that is designed for automatically feeding computer forms to the exposure glass for copying. Cff=s usually use a friction-or tractor-feed device and copy onto 8-1/2" x 11", 8-1/2 x 11, 8-1/2" x 14" or 11" x 17" paper, automatically selecting the appropriate

reduction ratio, while others have the ability to produce multiple copies without reduction.

27. DESKTOP: the dimensions, weight or design of this type of equipment allow it to be supported by a desk or optional stand.
28. STAND: a stand for at desktop copier that eliminates the need to install the copier on a table or desktop. Most stands have casters that provide mobility as well as a cassette and/or supply storage bins. Also referred to as a cabinet.
29. CONSOLE: the dimensions, weight or design of this type of equipment prohibit desktop support; consequently, these units are freestanding and feature built-in consoles.
30. ELECTRONIC COLLATION/SORTING - The ability of a digital copier to automatically sequence copied sets without the need for sorters as finishing devices.
31. DIGITAL COPIER - Incorporates a digital scanner to digitize the image, stores the image in memory, and produces copies from the memory. It provides Ascan once, print many≡ technology, unlimited duplexing, and stackers rather than sorters as finishing devices.